	Application/Employment Information	(614) 645-0800
	City of Columbus Job Line	(614) 645-7667
Civil Service Commission	TDD	(614) 645-6200
750 Piedmont Road	Testing Center	(614) 645-0800
Columbus, Ohio 43224	Web Address	www.csc.columbus.gov
	Application Office Hours**	Monday through Friday, 9:00 a.m. – 4:00 p.m.

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT: The names of the applicants passing this administration of this exam will be **MERGED**, according to score, with the names of those applicants on the current eligible list. If your name already appears on the eligible list and you elect to take the exam this time, your current score **WILL BE REPLACED** with the results of this exam, **INCLUDING REMOVAL FROM THE LIST SHOULD YOU FAIL THIS ADMINISTRATION OF THE EXAM.** Questions regarding this process can be directed to Gloria Urban or Carla Goddard at (614) 645-0800.

Recruitment Number:	**05-3064-C1**
Class Title:	**Police Officer**
Pay Rate:	**$37,835.20 per year for Police recruits, increasing to $57,948.80 over 48 months**
Opening Date**:**	**Monday, October 17, 2005 at 9:00 a.m.**
Closing Date:	**Friday, November 4, 2005 at 4:00 p.m.**

Applications may be filed **ON LINE** at www.csc.columbus.gov, **BY MAIL (must be post-marked by November 4, and received by November 11)**, or **IN PERSON** at the Civil Service Commission Testing Center located at 750 Piedmont Road, Columbus, Ohio 43224.

Minimum Qualifications

You <u>MUST</u> meet the following requirements at the time you file your application. If you do not meet these requirements, your application will be rejected.

Applicants must be at least 20 years of age at time of application and at least 21 years of age at time of appointment.

    *You must be a citizen of the United States
    *You must possess a High School Diploma or GED Certificate
    *You must possess a valid motor vehicle operator's license

In addition, all candidates must pass a rigorous background investigation, including a polygraph examination and psychological screening.

NOTE: AN ABBREVIATED BACKGROUND QUESTIONNAIRE (ABQ) IS PART OF THE APPLICATION AND MUST BE SUBMITTED AND APPROVED TO TAKE THIS EXAMINATION.

*If a candidate decides to retake the exam while on the eligible list, the second score counts and replaces the original score for that candidate.

Classification Information

CLASS DEFINITION: Under immediate supervision, is responsible for protecting life and property, maintaining law and order, and taking all appropriate measures to prevent and combat the commission of crime; performs related duties as required.

EXAMPLES OF WORK: (A complete listing of examples of work for this classification can be found on the class specification, available on our website: **www.csc.columbus.gov** or at the Civil Service Commission Testing Center located at 750 Piedmont Road.

RESIDENCY REQUIREMENT: At the time of appointment, and during employment, officers must maintain their residency within Franklin County or within one of the counties that border Franklin County.

<u>Please see reverse side for more information</u>

The City of Columbus is an Equal Opportunity Employer

The examination will consist of four (4) phases:

Phase I	Physical Capability
Phase II	Multiple Choice
Phase III	Writing Sample
Phase IV	Oral Board (B-PAD)

The phases of the examination are numbered according to the **order in which the exam will be graded**, however the phases may not be administered in the order they are listed above. Phases I, II, and III of the examination are administered as "hurdles." Candidates who fail to pass a phase will not receive a score for subsequent phases. A candidate must receive a passing score on all phases to be considered eligible. Passing scores from Phase IV will determine the candidate's ranking on the eligible list.

Candidates will take all four phases on a single test date.

INFORMATION SESSIONS: Information Sessions will be held prior to the examination; **November 15, 17 and 22nd at 6:00 p.m. at the Columbus Police Training Academy, 1000 N. Hague Avenue**. Candidates who are eligible to take the exam will receive an admission letter in the mail. For internet applicants, a study guide is available on the internet at www.csc.columbus.gov or may be requested by calling (614) 645-0800. All other applicants will receive a study guide in person or by mail. The study guide and some procedural matters will be covered at the information sessions.

CERTIFICATION PROCESS – 10 POINT BANDS: All passing candidates will be placed in one of three bands, 70, 80, or 90, depending on their B-Pad test score. Candidates will be notified of the band to which they have been assigned.

MEDICAL STANDARDS: Applicants must pass a thorough vision and medical examination including a cardiovascular stress test prior to certification for appointment.

VETERANS PREFERENCE: Those who take this examination, upon presentation of appropriate documentation no later than the final day of testing, may be eligible for Veteran's Preference credit. Additional information about Veteran's Preference credit may be obtained from the blue sheet also contained in this application packet.

QUESTIONS OR SPECIAL ACCOMMODATIONS: If you have a disability or physical condition and would like to request special testing accommodations, please contact **Gloria Urban** at **(614) 645-8015** before taking any phase of the exam. It is your responsibility to contact the individual listed above prior to the exam so that the Commission has ample time to review your request and, if granted, make any necessary arrangements.

IF YOU CHANGE YOUR NAME OR ADDRESS at any point in the selection processing or during the life of the eligible list, **YOU MUST NOTIFY THE CIVIL SERVICE COMMISSION IN WRITING OF THE CHANGE.** Failure to notify the Commission may result in disqualification from the selection process**.**

**COMMISSION HOLIDAYS: Civil Service Commission offices will be closed on the following nationally recognized holidays: New Years Day; Martin Luther King, Jr. Day, President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Thanksgiving Day; and Christmas Day.